

# Compliance

Progress. Diversity. Inclusion.

Inaugural  
Issue

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CITY OF MEMPHIS-OFFICE OF CONTRACT COMPLIANCE NEWSLETTER

APRIL 2010

## Message from the Mayor



City of Memphis  
Mayor A C Wharton, Jr.

One of our greatest assets in this city is our diversity. As a result, the growth of locally owned small, minority and women businesses is at the top of my administration's agenda. Our effort will contribute to the expansion of our local economy, put more money in our cash registers, and create new jobs. Small, minority and women owned businesses are essential to the overall health of our local economy and we are firmly committed to seeing these businesses grow.

This newsletter is a major step in opening the lines of communication within the administration and the community about diversity opportunities and inclusion. Our online newsletter is relevant to employees as well as the business community. It allows you the ability to stay plugged into the Office of Contract Compliance as we launch and promote our new diversity initiatives.

Moreover, we are expanding our reach by way of our community based workshops on "Doing Business with the City of Memphis" which includes presenters

that will detail procurement opportunities. *The first workshop will be held on Monday, April 19th @ 6:00 pm at the Whitehaven Public Library, 4120 Millbranch Rd.*

In addition, the City is in the process of updating the website, which will allow vendors an opportunity to save time and facilitate easier access to records, such as current contract data.

In conclusion, I call on you to join me for a citywide commitment to local small, minority and women owned businesses that will give everyone the opportunity to fulfill the dream of entrepreneurship that is a Memphis tradition.

Warm regards,

*A C Wharton, Jr.*  
A C Wharton, Jr.  
Mayor

## City of Memphis OFFICE OF CONTRACT COMPLIANCE

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## Featured Certified M/WBE

## SIPS COFFEE Raises The Bar for "Cappuccino and Smoothies"

Recently, the Office of Contract Compliance had the opportunity to sit down with Shirley Joseph, President of Sips Coffee LLC. As a locally owned and operated Minority Business, Sips Coffee is a Cappuccino and Smoothie Bar Catering business. Sips Coffee specializes in catering employee appreciation celebrations, business meetings/events, holiday parties and weddings.

Sips Catering service offers its clients the opportunity to enjoy specialty coffee (Lattes, Mochas, and Frapps) and delicious healthy fruit smoothies in an elegant and relaxed environment. Sips also offers a variety of pre-packaged coffees and condiments.



Sips Coffee, LLC  
Memphis, TN • 901.848.6895

Currently, Sips Coffee provides a full service Kiosk in Methodist Hospital North. In addition, Sips Coffee is a member of the Mid-South Minority Business Council, Bartlett Chamber of Commerce and Breath of Life Christian Center Business Association. For more information or for

Sips Coffee, LLC to host your next event please contact Shirley Joseph at 901.848.6895 or e-mail: Shirley.SipsCoffee@comcast.net.

**At Sips, We bring the Specialty  
Café to you!**

## Diversity Developer Incubator

## Compliance NEWS

On February 22, 2010, Mayor A C Wharton announced the third season of the Diversity Developer Incubator (DDI) at City Hall. DDI is the nation's premiere comprehensive instructional program designed to increase minority and women participation in real estate development.

In 2008, City of Memphis established DDI as a new initiative. The initiative is a collaborative partnership that includes City of Memphis: Law Division, Housing and Community Development, Memphis Housing Authority, Center City Commission and Memphis City Beautiful. Through the program and initiative, the city aims to increase the number of private and public partnerships attacking blight throughout the city of Memphis.

Participants in this program learn about real estate development which consist of industry basics, deal making, incentives, law & financing, design & construction, and Request for Proposals (RFP). In addition, graduates have an opportunity to compete for City donated property in exchange for developing land. For additional information visit: [www.ddi.memphistn.gov](http://www.ddi.memphistn.gov)

## Coming Soon! A New Innovative Software System for Contract Compliance

The Office of Contract Compliance (OCC) is weeks away from launching B2Gnow, a new software system built especially for government. B2Gnow was founded in 1999; this company understands government processes and has worked extremely close with the OCC and Prevailing Wage's staff to bring this software to the City of Memphis and our vendors. B2Gnow software system will replace paper that is "labor intensive and error prone".

Furthermore, this innovative and user-friendly software will allow us an opportunity to enhance our quality of data, increase process efficiencies, and thus improve vendor satisfaction. Also, part of the roll-out process will include software training for our staff and vendors. Certainly, we hope it will make your experience with the City of Memphis more convenient.

## MISSION

### Minority and Women Business Enterprise Program

The Office of Contract Compliance serves as the support agency and administrative arm to the Minority and Women Business Enterprise (M/WBE) Participation Program. The mission of the Office of Contract Compliance is to ensure that the legislative intent of City Ordinance #4388, which created the M/WBE Program, is carried out in all procurement activities and opportunities. Areas of administrative authority and/or enforcement include the three major areas of City procurement activity: goods and non-professional services, construction and professional services.

### Current M/WBE Goals

**Construction 25%**

**Professional 24%**

**Goods & Non-Professional Services 37%**

## PUBLISHER'S CORNER



Carlee M. McCullough, Esq.

Welcome to the inaugural edition of the OCC monthly. The purpose of this newsletter is to update you on the Office of Contract Compliance, as well as introduce you to some of the Minority and Women Business Enterprises (MWBE) that we frequently encounter. As part of our efforts to include MWBEs in all economic development aspects of the City of Memphis, we would like to present some MWBEs that may be of benefit to your offices, business practices and events. In 2010, the OCC will be expanding our efforts to embrace and promote MWBEs, especially in light of the current economy and state of business, locally and nationally. Under a new administration, it is our plan to renew our efforts and to also steadily bolster and increase those endeavors to include MWBEs in all aspects of our contracting opportunities.

As a City of Memphis division, if you have experienced great service or products from an MWBE please let us know so that we can highlight that firm. If you are an MWBE and would like to be the "Featured MWBE" in an upcoming issue, please send us an email so that we can review your information. Thank you for your continued support of MWBEs!

Regards,

*Carlee M. McCullough*  
Carlee M. McCullough, Esq.  
Contract Compliance Officer

## EVENTS

## SUN MON TUE WED THURS FRI SAT Save The Date

### Workshop Series

#### "Doing Business with the City"

Monday, April 19th @ 6:00 pm-7:00pm  
Whitehaven Public Library  
4120 Millbranch Rd.  
(Free to the public)

### EPA Lead Renovation, Repair & Painting Training (RRP)-Initial and Refresher Training

A new rule goes into effect April 22, 2010 that states that all persons performing renovations in pre-1978 housing and child-care facilities must be EPA- Certified. The following classes meet the EPA Training requirements.

Students completing the course will become Certified Renovators. Contact Livia Carter at 901.526.9300 for more information.

**All RRP classes held at the Renaissance Business Center located at 555 Beale Street. The dates and times are as follows:**

### RRP Initial Training Classes

April 6, 13, 15, 20, or 22  
from 8:00 a.m. - 5:00 p.m.

### RRP Refresher Training Classes

April 8 or 9, 2010 from 8:00 a.m. - 12 noon